

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, MARCH 20, 2018 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, March 20, 2018 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chair	Ida-Meri deBlanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Excused
	Craig Backus	Present
	Deborah Hunseder	Present

**Staff:**

Community Development Director	Jodie Filardo
Planning Manager	Beth Escobar
Project Manager	Mike Gray

1. **CALL TO ORDER:** Chair deBlanc called the meeting to order at 4:00 p.m.
2. **ROLL CALL** Director Filardo called the roll.
3. **PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

There was no public comment.

4. **MINUTES:**
  - a. Consideration of the Regular Meeting Minutes of February 20, 2018.  
**Commissioner Erickson moved to approve the Regular Meeting Minutes of February 20, 2018. Commissioner Hunseder seconded the motion. The motion passed unanimously.**

**5. REPORTS:**

**Chairpersons and Members Report:** Chair de Blanc stated the Car Show and Chili Cook-off on March 10<sup>th</sup> was a great success. It was well attended and the new layout worked very well. Commission Hunseder stated there was room for more cars so she hoped the show would grow next year. Vice Chair Erickson stated the go carts were a great addition.

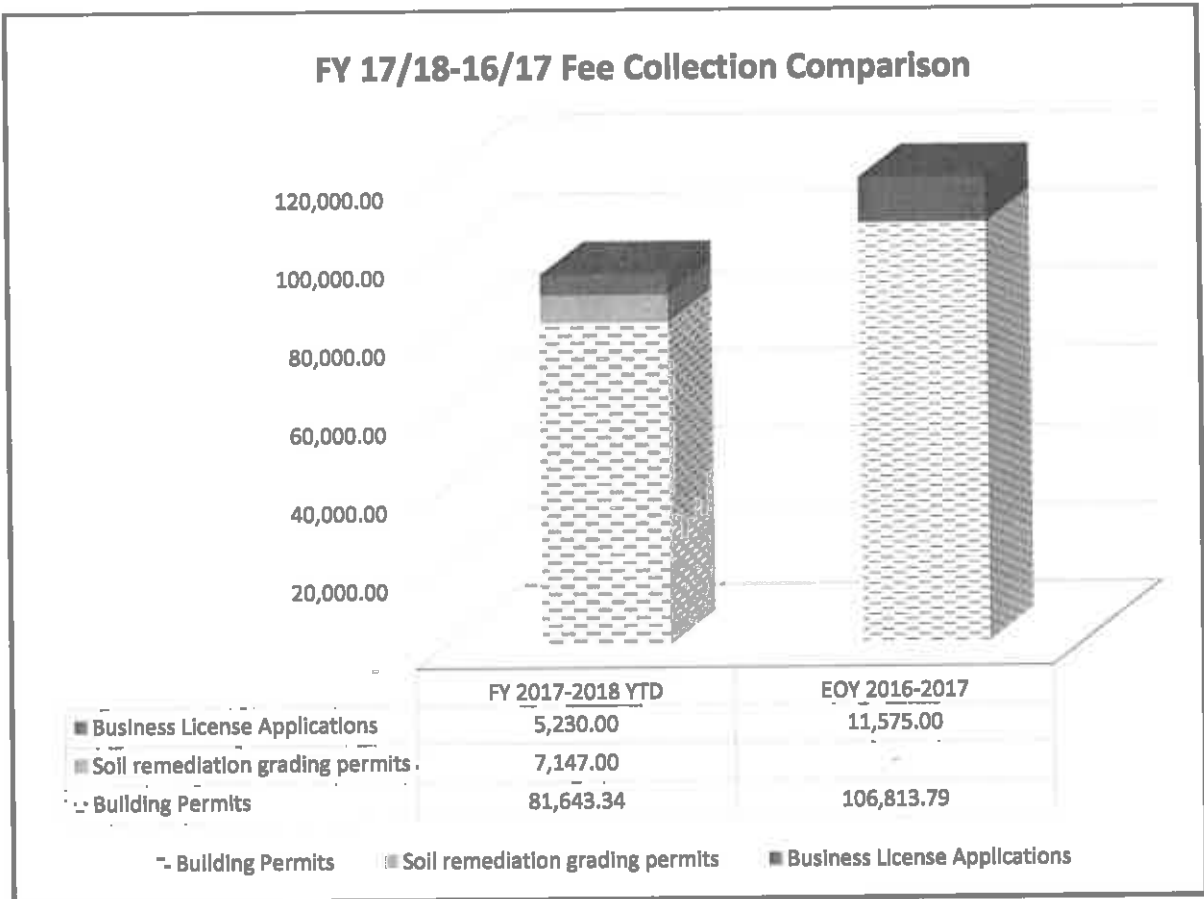
Director Filardo thanked everyone for their support and help with this event.

**Director's Report:**

**1. YTD Metrics as of February 2018 (66.7% complete) –**

**Building Permit Fees Collected = 109% of annual goal of \$81,000.**

**Business License Applications = 65.3% of annual goal of \$8,000.**



**Open Projects as of 3-14-18 – Balances due reflect permits awaiting pickup in CDD**

\*\*\* PROJECT TYPE RECAP \*\*\*

PROJECT TYPE	# OF PROJECTS	BALANCE
ACC - ACCESSORY STRUCTURE	17	688.50
BP - BUILDING OTHER	6	552.20
BP - BUILDING REMODEL	17	2,487.60
BPC - BUILDING COMMERCIAL	1	0.00
BPR - BUILDING RESIDENTIAL	34	4,006.60
CU - CONDITIONAL USE	1	0.00
DECKS - DECKS	1	0.00
DM - DEMOLITION	2	0.00
DRB - DESIGN REVIEW BOARD	1	0.00
EG - EXCAVATING & GRADING	5	0.00
ELECTRICAL - SOLAR	9	0.00
GSM - GRADING - SOIL REMED.	157	23,790.00
MH - MANUFAC HOME	1	0.00
PL - PLUMBING	2	0.00
RE-ROOF - RE-ROOF	4	0.00
SG - SIGN	2	0.00
SWIMPOOL - SWIMMING POOL	4	600.00
WF - WALL/FENCE	9	237.00
*** TOTALS ***	273	32,361.90

**Project updates.**

United Verde Soil Program. The grading permit for the Temporary Soil Storage Area was issued on Friday March 2. In addition, 12 grading permits for residential locations have been issued. Staff is currently reviewing 31 new applications. A total of 144 permits have been submitted for the UVSP project. On a related note, staff reached out the Alicia Voss for feedback on the temporary building inspector. Thus far, no feedback has been received.

Tract O of Mingus Shadows. Staff has been contacted by the current owner of Tract O in Mingus Shadows, Alfred Vargas. He inherited this property and wishes to proceed with the subdivision of this parcel. In 2004, when this subdivision application was originally submitted to the Town, Council rejected the application because Tract O was platted as a park. The matter proceeded to a legal case where the Town prevailed in lower court and later removed our opposition prior to the matter moving forward to appeal.

Staff has received a recommendation from the Town Attorney on how to respond to the request for a subdivision application related to Tract O of the Mingus Shadows subdivision. Per the Settlement Agreement dated March 16, 2011, the Town shall allow the owner of Tract O, as a successor to Gus Vargas, to submit a minor subdivision application to the Town for Tract O and the Town cannot require signatures from existing property owners as a condition of accepting the subdivision application. Per the Town Attorney, staff will recommend to the owner of Tract O that they contact the Yavapai County Assessor's office to get their input on whether the County will require signatures of existing property owners in order to validate the new subdivision plat.

Website Updates. Requests for Editors for web pages within the new site went out this week. Specific planned page assignments were sent to both Administrative Services plus Utilities and Public Works in case the department heads wish to nominate separate individuals for the different categories of pages. Thus far, Nicole Florisi, Jennifer Julian were nominated from the Police Department. Explorations of the new site are underway. As photo sizes differ for each application within the site, templates are being created in Photoshop to use in sizing photographs for the correct look within the site. Moving forward, we should plan on at least a couple people having access to Photoshop, as images within the site are sized using pixels, not inches.

Multiple Family Residential Sustainability Guidelines. In preparation for some anticipated new multi-family projects in Clarkdale, staff is developing draft guidelines for consideration by the Design Review Board. Some great sustainable resources have been identified and Mike has assembled a list of “low-hanging fruit” to be considered as possible criteria for the project. He included the information in the Staff Report and the Agenda for February’s DRB meeting.

Mountain Gate. Fifteen permits for new homes in Mountain Gate have been reviewed through a digital process. The permits are submitted by Mandalay Homes and routed to all reviewing agencies via email. Comments are input into a fillable digital form. The Utilities and Public Works Departments have worked with CDD to fine-tune this process. Upon completion of the projects, the digital records will be incorporated into the electronic property files. Not all permit types will be adaptable to this digital process, but CDD will be working on expanding

the digital application submittal to other local contractors. Here is a sample of an ad for one of the homes under construction.

[illegible]

*Figure 1- Advertisement of one of the new homes in Mountain Gate*

### Crossroads at Mingus Tract F Park

Due to the large volume of lot sales and building permits in this subdivision, staff is working with the owners to prepare a design review/site plan review application for the park at Track F of this subdivision, at the corner of Mescal Spur Road and Old Jerome Highway. Construction of this park is the obligation of the developer and must be complete prior to issuance of the 65<sup>th</sup> building permit or lot sale. The proposed park design will be presented to the Parks and Recreation Commission prior to moving forward to the Design Review Board for approval.

## Marketing.

Clarkdale Downtown Business Alliance meeting. On March 6<sup>th</sup>, the Clarkdale Downtown Business Alliance held their monthly meeting at Four Eight Wineworks. The predominant topic of discussion was the preparation for Saturday's Clarkdale Car Show and Chili Cook-off. With many thanks to Commissioners Hunseder and Backus plus the Clarkdale Foundation, the CDBA, and Town Staff, the event was a huge success. With this year's introduction of the AZ Cycle Carts demonstration and race in the Town Hall Parking Lot, the logistics of installing 100 bales of straw to use as a barrier between the spectators and racers was a challenge. With the generosity of Olsen's Grain, Backus Building, and the family connections to the business by Joni Westcott, the CDBA 'borrowed' the bales with the hopes of returning them by Saturday evening before any rain fell and ruined them. It worked. The Car Show was another fun event on Main Street. Over 105 cars pre-registered and more arrived and registered on the day. We had five chili competitors this year; Choo Choo Chili from the Verde Canyon Railroad was voted this year's winner! Everyone seemed to enjoy the new car show location moved from the Town Hall parking lot onto Main Street as it was easier to load in the vehicles and easier to stroll along a check out all of the great cars.



Updated web presence. Staff updated the Clarkdale page on the Local First Arizona Foundation site. The new link to the page is [www.localfirstazfoundation.com/clarkdale-az](http://www.localfirstazfoundation.com/clarkdale-az). This week, Clarkdale was also featured as the #2 sleepy small town in Arizona where things never seem to change by the Only In Your State site: <http://www.onlyinyourstate.com/arizona/az-sleepy-small-towns/>. We also posted the new Small Talk newsletter into the home page rotation for Experience Clarkdale as an experiment to reach out to those beyond the recipients of utilities bills within the Town.

## Economic Development.

Economic Development Plan Update. A press release was submitted and a flyer created for the upcoming meetings for the 2018 Economic Development Plan. Copies of the flyer were distributed to the CDBA at the meeting on Tuesday night and sent via email to a large distribution list on Wednesday.

Bitter Creek Industrial Area Development. Staff participated in a review of the second version of the draft alignment for the Broadway Road Extension at the SEC offices. Additional slight modifications will be forthcoming. Thus far, the feasibility study is 55% complete per the estimate from SEC. The study is expected to be ready by the end of March.



### Clarkdale's Economic Development Planning

## AN ATTITUDE OF ABUNDANCE

Come help shape the economic future of the Town of Clarkdale by joining us at one or all of the following meetings:

Date	Day	Time	Event
March 21, 2018	Wednesday	5 - 7 p.m.	Economic Development Open House
March 29, 2018	Thursday	5 - 7 p.m.	Business Development Stakeholder's Meeting
April 5, 2018	Thursday	5 - 7 p.m.	Creative Clarkdale Stakeholder's Meeting
April 12, 2018	Thursday	5 - 7 p.m.	Healthy Community Stakeholder's Meeting
April 19, 2018	Thursday	5 - 7 p.m.	Sustainable Clarkdale Stakeholder's Meeting

All meetings are scheduled to be held in the Men's Lounge of the Clark Memorial Clubhouse at 19<sup>th</sup> North Ninth Street in Clarkdale.



FOR MORE INFORMATION CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT (928) 639-2500

## YTD Metrics as of February 2018 (66.7% complete) –

Building Permit Fees Collected = 109% of annual goal of \$81,000.

Business License Applications = 65.3% of annual goal of \$8,000.

## Staff report regarding the March 7, 2018 presentation to the Design Review Board:

Planning Manager Escobar reported that Project Manager Gray made presentations to the Design Review Board regarding permeable surfaces and sustainable development guidelines for multi-family projects. The Board supports encouraging permeable surfaces and directed staff to proceed with drafting guidelines for multi-family development. In addition, the Board declined scheduling a joint worksession with the Planning Commission until after the Board meets with Town Council.

## 6. NEW BUSINESS:

- a. DISCUSSION/POSSIBLE ACTION regarding the Broadway Corridor Focus Area Plan.

Planning Manager Escobar summarized the staff report:

**Background:**

The Commission began review of the Broadway Corridor Focus Area Plan at the February 20<sup>th</sup> meeting. After discussion, the Commission requested a driving tour of the corridor to get a sense of the area and the possibilities for development.

Attached to this report is a map with a legend for reference during the driving tour.

**Next Steps:**

Per the Commission's discussion in February, staff will invite these specific stakeholders/property owners to the April meeting for review of the draft plan:

**Ray Selna/Mike Mongini** – First American Title

**Gary Clouston** – Rain Spirit RV Park

**Lorrie Lawrence and Ann Kautzky** – Sedona Wellness

**Rick Reid** – President/Verde Valley Professionals (Park Road property)

**Action Needed:**

This is a general discussion item so the Commission can provide staff with direction on the development of the focus area plan.

At 4:15 the Commission proceeded in two vehicles to tour the Broadway Road Corridor. Ms. Benatz accompanied Vice Chair Erickson and Commissioner Backus in one vehicle, and Chair de Blanc and Commissioner Hunseder proceeded in a second vehicle. The Commission returned to the Men's Lounge at 4:30.

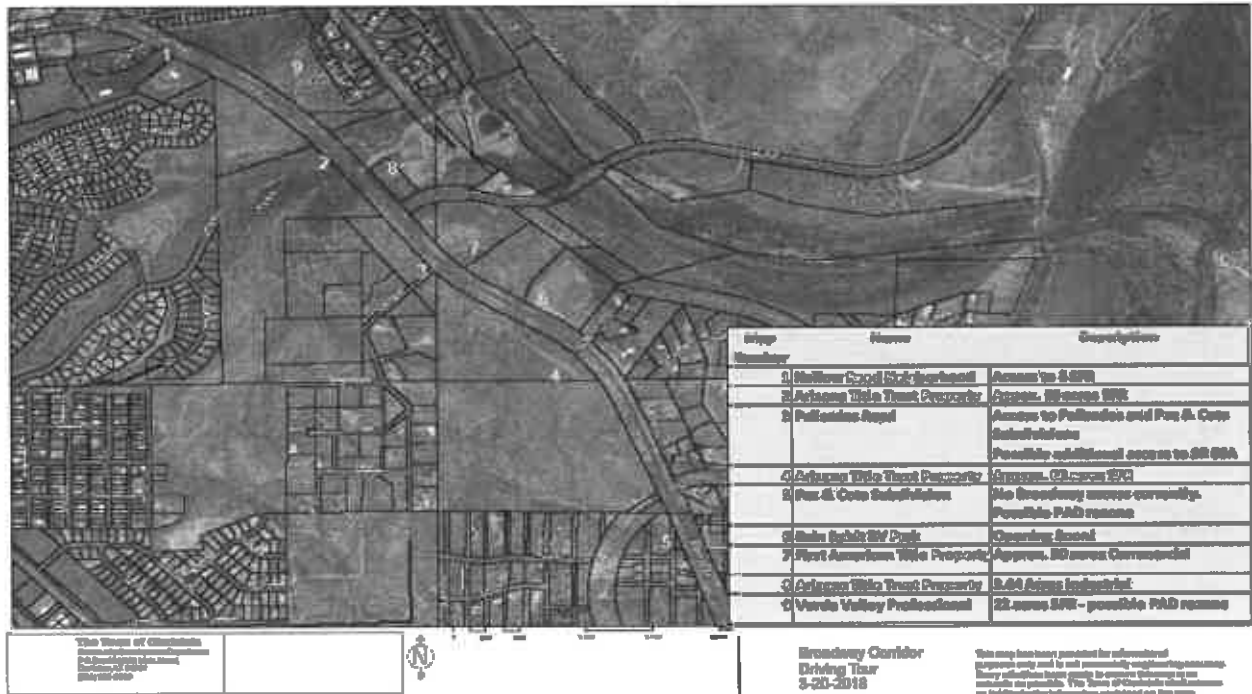
**Summary of discussion:**

- Commission Hunseder noted the residents of the Hollow Reed area would be most directly impacted by development and more traffic on Broadway.
- The Commission discussed the R1 zoning for the undeveloped residential property.
- Commission Hunseder noted the challenging topography and the numerous drainage features.
- Vice Chair Erickson noted that none of the undeveloped commercial/industrial zoned property was actively being marketed.
- Mr. Erickson also pointed out the impact of any development along Sycamore Canyon Road to the Broadway Corridor.
- The Commission discussed the potential impact of the United Verde Soil Program on the corridor.
- Chair de Blanc pointed out the challenge is that there is no existing vernacular for development in this area. She stated it will be interesting to see the impact of Rain Spirit RV Resort once it is operational.





- Commissioner Hunseder stated the Commission has the role to develop a general vision for the area.



**Commission Action: The Commission directed staff to schedule the stakeholder meeting for the April 17<sup>th</sup> regular meeting.**

**7. FUTURE AGENDA ITEMS:**

No applications has been received for review.

**8. ADJOURNMENT:**

- a. **Commissioner Backus moved to adjourn the meeting. Commissioner Hunseder seconded the motion. The meeting was adjourned at 4:45 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

*Ida deBlanc*

*Beth Escobar*

Ida deBlanc  
Chairperson

Beth Escobar  
Planning Manager